

**PUBLIC HEALTH COUNCIL  
EXECUTIVE COMMITTEE  
MINUTES**

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February 18, 2005, 1:00 - 3:00 p.m.  
1 W. Wilson St., Room 372

STATE OF WISCONSIN

**MINUTES OF THE MEETING OF FEBRUARY 18, 2005**

**Committee Members in Attendance:** Ayaz Samadani (Chair); Bevan Baker (by teleconference); Gary Gilmore; Stephen Hargarten (by teleconference); Julie Willems Van Dijk (by teleconference); Jeanan Yasiri

**Absent Committee Members:** Sandy Anderson and John Bartkowski (Vice-Chairs); José Avila (Secretary)

**Bureau of Health Information and Policy Staff:** Susan Wood, Director and Stacia Jankowski

**Update to the Charter for the Council**

Susan Wood summarized the changes made to the Public Health Council's proposed charter, which included adding the vision, mission, strategies, officers, committees, priorities, and the Web address. The Committee members had many recommendations for items to include in the charter.

The mission was changed to: "Assure safe and healthy people through evidence-based and cost-effective practice and policy recommendations."

The strategies were updated to:

1. Study what exists now in terms of evidence-based public health and emergency preparedness practices and policies.
2. Catalyze new efforts to develop evidence/science-based practices and policies.
3. Develop and advocate for evidence-based practice and policy recommendations.
4. Promote sustainability of evidence-based practices and policies.
5. Prioritize 2010 objectives for the Council's review and decision making.
6. Communicate the Council's progress to all stakeholders in an open and effective manner.

In the section titled "Membership and staffing responsibilities," change the first line to say "The Council..."

In the "Meeting Schedule" section, change the August meeting date to August 5, 2005. Reword the section that refers to the Internet to, "Department staff will provide the means to broadcast the meetings using the Internet to facilitate member participation and public access."

The issue of meeting location was discussed. Ms. Wood indicated that state staff could be made available in person or through other technology if we hold meetings outside of Madison. Dr. Samadani suggested that we hold two full-council meetings per year outside of Madison. The Council has already accepted an invitation for the next meeting, which is to be held at Marshfield Clinic.

The Committee discussed making these Council meetings accessible to the public. Dr. Gary Gilmore suggested that we talk to the University of Wisconsin-Extension about the possibility of broadcasting the Public Health Council meetings via public radio. Dr. Samadani requested that 15 minutes be allowed at the beginning of each Council meeting to allow members of the public and/or interested organizations to express their concerns and questions. In addition, the Committee requested that information about how to participate in the meeting be included on both the agenda and the open meeting notice.

Media exposure for the Council was also discussed. Dr. Samadani would like each Council member to indicate their experience and interest in speaking to the media. He also requested that talking points be developed about the work of the Council.

When discussing the membership, the Committee raised concerns about electing members to lead the Council who have no experience functioning in that role. The Committee recommended establishing basic requirements (such as at least 75% attendance) for Council officers and the establishment of a nomination

committee to be appointed in summer or fall in preparation for the annual elections of officers. The Committee would like to see the nominating committee change annually, have access to the members' curriculum vitae, convene three months prior to the end of the year, and contain no more than three members. Ms. Wood indicated that staff would research and provide recommendations for the nominating committee and requirements for officers for the next Executive Committee meeting.

The Committee decided that a means of selecting the committee chairs needs to be developed and incorporated into the bylaws. The Committee would like to see the chair for each of the committees be appointed by the Council Chair. Removal of the committee chair would also be at the discretion of the Council Chair, and supported by the recommendation of the committee as indicated by a two-thirds vote.

### **Draft Charters for the Committees**

#### *Executive Committee*

Ms. Wood will draft a charter for the Executive Committee. Dr. Samadani said he would like to see the chairs of the committees present at Executive Committee meetings, but other members of the Committee expressed concern about the size of the Executive Committee if we implemented this practice. It was decided that since the Executive Committee meetings are open, any member could come to them, and in that way be exposed to the activities of the Executive Committee.

#### *State Health Plan Oversight Committee*

The Executive Committee requested that the State Health Plan Oversight Workgroup (SHPOW) document that was distributed be incorporated into the charter for the State Health Plan Oversight Committee. Under "Assignments" add "Status of tracking document" to the list.

#### *Emergency Preparedness Committee*

The Committee discussed the role of the Emergency Preparedness Committee, particularly in terms of what the first charge would be for this committee. As the discussion ensued, the Committee identified four issues that the Emergency Preparedness Committee needs to address: 1) Serving the underserved; 2) Communication; 3) Statewide coordination/collaboration - ensuring services statewide; and 4) Financing.

#### *Miscellaneous*

For both the State Health Plan Oversight Committee and the Emergency Preparedness Committee, Dr. Samadani requested the following changes:

- To the "Proposed committee membership and staffing responsibilities" section add the following statement: "The Committee will report in writing to the full Council at least two weeks ahead of the full Council meeting."
- Incorporate measurable objectives into the charter and organize them into short- and long-term objectives.

The Committee discussed the issue of disparity and whether it should be looked at as a broad over-arching goal for both committees or addressed through a separate committee. The Executive Committee requested that Denise Carty, Bureau of Health Information and Policy, speak at the next Executive Committee meeting about this issue.

### **Other Follow-up to the Public Health Council Meeting on February 11, 2005**

#### *Meeting Evaluation Forms*

The Committee agreed to have the evaluation results sent to members via e-mail prior to the next meeting. They also agreed to continue to use the evaluation form that was used at the last full Council meeting.

#### *Bylaws*

Ms. Wood said that staff will research examples of bylaws that allow enough specificity, and enough flexibility to incorporate principles and practices that can be longstanding.

### *Agenda for Next Full Council Meeting*

The Committee discussed the full Council agenda. Dr. Samadani would like a presentation on the Governor's KidsFirst Agenda. The Committee also discussed including the appropriate strategy next to each agenda item to try to keep the Council focused. A discussion ensued about whether the Council is in a position to make any recommendations yet. Dr. Gilmore summarized this as a tactic versus strategic direction. He suggested that the Council wants to move in the direction of strategic planning, and that we should formulate the agenda in a strategic-focused way to avoid being pulled into the details.

In order to remain focused on our mission and strategies, Dr. Samadani requested that a placard be created and posted at every meeting that identifies the Council's mission and strategies.

### **Next Meeting**

The next meeting of the Executive Committee is scheduled for April 1, 2005, 9:00 - 11:00 a.m. in a location to be determined.

### **Adjournment**

Dr. Samadani adjourned the meeting at 3:05 p.m.